

Classification Training Level I

Writing Job Descriptions



During this one-day training session we will discuss:

- Origins and elements of the classification program
- The CMS 104, its purpose and content
- Writing effective duty statements

Registration closes seven calendar days prior to each class. Because seating is limited, register early. Classes with less than ten registrants will be canceled.

Reserve your place for this training by faxing your registration form to:

Central Management Services
Agency Training Section
FAX # (217) 558-0048

**Visit our website at
www.state.il.us/cms/2_servicese_edu/
and click on the “Course Schedule” link for current class
dates, times, and locations.**

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